What do you need help with?
- Obtain and Download NPSRawlinson and Frutiger fonts
- Convert document into final format (NPSRawlinson and Frutiger fonts and final styles and formatting)
- Convert into 3 column format
  - MS Word portion
  - Adobe InDesign portion

I. Obtain Frutiger and NPSRawlinson Fonts

Go to: ***http://www.graphics.nps.gov/templates/fonts.htm*** (NPS intranet) for instructions on how to download and install Frutiger and NPSRawlinson fonts

II. Convert document into NPS Rawlinson and Frutiger fonts
- A. Obtain templates (NRR_national.dot or NRTR_national.dot) from: http://www.nature.nps.gov/publications/NRPM/index.cfm
- B. Open *new* word document
- C. Go to: Tools → Templates and Add-ins → Templates tab
  1. Under Document Template click attach button
  2. Navigate to and select NRR_national.dot or NRTR_national.dot → click open button
- D. ***Check auto update doc styles*** and click OK button
- E. Go to: Insert → File
  1. Navigate to, select and insert document
  2. Save with new file name

III. Convert to 3 column format
- *A.* In Word
  1. Create Title and back cover pages file
     - a) Open new document
     - b) Select, cut and then copy into new file title pages and back cover pages (keep all pages from Table of Contents to end of content)
     - c) Change margins in title document only to .75" for top and bottom and .63" for left and right and resize banner and picture to fit accordingly
     - d) Save title pages
  2. Save remaining content pages with new file name
  3. In content pages file
     - a) Convert TOC, TOF and TOT
       - (1) Automated version (if listings are created automatically by word):
         - (a) Click within TOF
         - (b) Go to: Insert → Reference → Index and Tables → TOF tab
           - (i) In the Caption label box, click Table
           - (ii) Uncheck right align page numbers and click OK
         - (c) Repeat for TOT and TOC
       - (2) Manual version
         - (a) Manually delete row of "…." before page numbers leaving 3 spaces between end of caption and page number
       - (3) Note: Do not worry about page numbers they will change once document has been converted into 3 column layout
  4. Other Clean up
     - a) Put spaces between TOC headings
     - b) Put 3 spaces between end of caption and page number
     - c) Delete "Page" heading from TOC, TOF and TOC
     - d) Change "Tables" and "Figures" to "List of Tables" and "List of Figures"

B. In InDesign:
    1. Obtain InDesign Template (NRTR_NRR_best.zip) from http://www.nature.nps.gov/publications/NRPM/index.cfm
    2. Bring converted file into InDesign Template
        a) File → Open → NRTR_NRR_best.indt or NRTR_NRR_best.inx
        b) File → place → check show import options → double click on converted content word document → preset to *best* if graphic files are sent separately OR *Good* if graphics are within document (difference is if import inline graphics is checked or not)→ click OK
        c) Shift click in upper left corner of column 1 (middle of page) on page 1
    3. Graphics
        a) If sent as separate files:
            (1) File → place → select graphic file → OK
            (2) Place pointer (in shape of brush) where you want upper left corner of image to appear → click once (Can use space in all 3 columns or any 2 columns)
            (3) Select graphic using select tool (shape of a pointer – upper left hand of toolbox) → window → click text wrap → 3rd button → close window
            (a) Move graphic to desired position if necessary and resize by selecting resize tool and grabbing corner handlebar while holding the shift key
        b) If sent within document:
            (1) Select graphic using Text tool → cut → paste
            (2) Change to basic graphics frame
            (3) Select graphic using select tool (shape of a pointer – upper left hand of toolbox) and move to desired position (Can use space in all 3 columns or any 2 columns)
            (4) Select graphic using select tool → window → click text wrap → 3rd button → close window
            (5) Resize by selecting resize tool and grabbing corner handlebar while holding the shift key
        c) Captions:
            (1) Select text tool and create text box in left hand column, move as needed
            (2) Cut and past caption from text section into this text box
        d) Tables
            (1) Select table using Text tool → cut → paste in margin to work with
            (2) Change to NRTR Table frame
            (3) Using text tool highlight entire table contents → Table menu → Cell options → text → Text tab
            (a) Top and Bottom cell insets to 0p3 → OK
            (4) Using text tool highlight entire top row → right click → insert → row → one above →OK
            (a) Highlight newly added row → right click → merge cells
            (5) Copy and paste from text caption into this newly added row
            (6) Highlight caption row → Table menu → Cell options → text
            (a) Text tab: Top and Bottom cell insets to 0p3
            (b) Strokes & fills tab:
            (i) weight 0, type none → click to grey out the right and left cell strokes
            (ii) weight 3, type solid → click to grey out the top cell stroke
            (iii) weight .75, type solid → click to grey out the bottom cell stroke → OK
            (7) Using select tool fit frame to contents
            (8) Move to desired position and resize if necessary to fit either 2 or 3 columns

(9) Highlight all text and change font size to 8 pt

    e)   Insert pages as needed to follow report format (such as main headings on a right side page) and update/double check templates are correct for each page

4. Update pages with templates

    a)   Double click on E –Even pages master template in pages panel

    b)   Update footer to document's title

    c)   Repeat steps a and b with O-odd pages master template in pages panel

    d)   In pages panel drag either E – Even or O- Odd template to each page

    e)   Right click on first index page → numbering & section options → start page numbering at "3", section prefix "Sec1" and style "i, ii, iii" → OK

    f)   Right click on first odd or even page → numbering & section options → start page numbering at "1", section prefix "Sec2" and style "1,2,3" → OK

    g)   Page numbers

        (1) Update Table of Contents, Table of Figures, and Table of Tables page numbers to reflect current document (manually)

        (2) Delete any un-needed pages

C. Save file as InDesign File

D. Export File as .pdf file

E. Convert word title pages to .pdf file

F. Combine Title and content pages in Adobe Acrobat